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ROANOKE-CHOWAN TECHNICAL COLLEGE

AHOSKIE, NORTH CAROLINA

"An Equal Opportunity Institution"

LEARNING RESOURCES CENTER
ROANOKE-CHOWAN COMMUNITY COLLEGE
ROUTE 2, BOX 46-A
AHOSKIE, N. C. 27910

1983 - 84
STUDENT HANDBOOK

Roanoke-Chowan Technical College issues this Student Handbook for the purpose of furnishing students with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the College or State. Efforts will be made to keep changes in this handbook to a minimum, but changes in policy by the General Assembly, State Board of Community Colleges, the Department of Community Colleges, or the Board of Trustees may make some alterations in curriculums, fees, etc. necessary.

Roanoke-Chowan Technical College is an equal educational opportunity institution, which makes no distinction in admission of students, or in any activities on the basis of race, color, creed, sex, national origin, handicap, age, or political affiliation.

Roanoke-Chowan Technical College supports the protection available to members of its community under all applicable Federal laws, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973, and Executive Order 11246.

For information concerning these provisions, contact:

Affirmative Action Office
Roanoke-Chowan Technical College
Route 2, Box 46-A
Ahoskie, NC 27910

This calendar is designed to acquaint you with the services offered by Roanoke-Chowan Technical College. More specific information may be found in the school catalog or may be obtained from a counselor.

Efforts will be made to keep changes in the student handbook and the catalog to a minimum, but changes in policy by the General Assembly, State Board of Community Colleges, the Department of Community Colleges, or the Board of Trustees may make some alterations in curriculums, fees, etc. necessary. The college reserves the right to make changes in the regulations, courses, fees, and other matters of policy as it deems necessary.

EDUCATIONAL CONCEPT

Roanoke-Chowan Technical College strives to serve all of the people of the Roanoke-Chowan area by offering quality education to meet and satisfy the needs of each citizen, from the high school drop-out to the retired person.

The college offers a core of general education courses and activities to broaden the student's awareness of his responsibility as a citizen of his community, state, nation, and world. Vocational and technical educational programs are available for career-minded individuals. Continuing education programs, based on regional interests and needs, are provided; and Roanoke-Chowan Technical College offers advisement, counseling, guidance, and placement programs to better serve all its students.

As a member of the North Carolina Community College system, Roanoke-Chowan Technical College upholds the philosophy of total education and the "open door" policy, offering help to every student who seeks it, provided that the student can benefit from what is offered, and provided that the student is willing to try.

In the words of former State Board of Education Chairman Dr. W. Dallas Herring,". . . the doors to the institutions in North Carolina's System of Community Colleges must never be closed to anyone of suitable age who can learn what they teach. If their (the people's) needs are for cultural advancement, intellectual growth, or civic understanding, then we will simply make available to them the wisdom of the ages and the enlightenment of our own times and help them on to maturity."

Individualized instructional methods are being developed at Roanoke-Chowan Technical College. These methods are based on performance objectives and would allow the student to know what is expected of him before experiencing lecture material, video tapes, filmstrips, computers, or other learning activities. The college is developing this approach because it believes that performance based instruction offers the student a way of learning that he can use for the rest of his life. It is an adult approach because the person would have his objectives clearly defined and outlined in order of importance, and would be allowed to build upon areas in which he has experienced success.

Throughout its brief history, Roanoke-Chowan Technical College has provided quality education at a low cost to residents of the Roanoke-Chowan area. The college has also provided economic return to the communities, through the staff's payroll, student financial aid, Veterans Administration benefits, and through industrial employment. The college provides essential educational programs to members of the communities so that greater economic return can be realized by them, their families, and the communities.

WHOM TO ASK

Absences	Student Development Services
Admission	Student Development Services
Books and Periodicals	Learning Resources Center
Building Maintenance	Business Office
Change of Grade	Student Development Services
College Regulations	Student Development Services
Counseling	Student Development Services
Course Offerings	Student Development Services
Drop-Add	Student Development Services
Evening Courses	Student Development Services
Financial Aid	Student Development Services
Finances	Business Office
First Aid	Student Development Services
Grades -- End-of-Quarter Reports	Student DevelopmentServices
Graduation	Student Development Services
High School Equivalency Program	Learning Resources Center
Job Placement	Student Development Services
Lost and Found	Business Office
Parking	Business Office
Purchase of Books and Supplies	Business Office
Recreational Equipment	Student Development Services
Student Activities	Student Development Services
Transcripts	Student Development Services
Veterans Affairs	Student Development Services
Vocational Rehabilitation	Student Development Services
Withdrawals	Student Development Services

TUITION, FEES, AND OTHER EXPENSES

TUITION

Tuition for full-time students in technical or vocational programs is $51 per quarter. Students taking less than 12 quarter hours pay $4.25 per quarter hour credit.

Tuition for students whose legal residence is out of the State of North Carolina will be $255 per quarter, or for part-time students $21.25 per quarter hour credit.

Tuition requirements are waived for individuals 65 or older.

Some classes may require additional fees for the purchase of uniforms, pins, and other supplies.

STUDENT ACTIVITY FEE

All students enrolled in day or evening credit classes are required to pay a student activity fee at the beginning of every quarter. The fee schedule is as follows: 6-12 credit hours – $5, 1-5 credit hours – $2.50.

The activity fee requirement is waived for individuals 65 or older.

GRADUATION FEE

A graduation fee of $10 will be charged to students one quarter prior to graduation. Students must complete an application for graduation and pay the fee during registration prior to graduation.

INSURANCE

Student insurance is available at a cost of $4 per year. This coverage is for students while at the school and in route to and from school.

TRANSCRIPTS

A transcript of courses taken at Roanoke-Chowan Technical College will be issued to the appropriate institution, agency, or individual upon written request by the student. One transcript will be prepared without charge, however, additional transcripts will cost $1.00 per copy. No transcript will be released until the student's account is cleared with the Business Office.

REFUND POLICY

Tuition refund to a student shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within the school's drop-add period. Tuition refunds will not be considered for tuition of five dollars ($5) or less, except for a course or curriculum which fails to materialize. Tuition of all students enrolled for such shall be refunded.

In order to comply with Federal regulations in institutions not regionally accredited, the State Board of Community Colleges has authorized modification of the tuition refund policy so that veterans or war orphans receiving benefits under U.S. Code Title 38, Chapters 33 and 35, can be refunded the pro rata portion of the tuition not used up at the time of withdrawal of such students.

Where a student, having paid the required tuition for a quarter withdraws from the institution before the end of the quarter and the reasons for the withdrawal are found excusable by the institution's administration, the student may be allowed credit for un-refunded tuition if he applies for readmission during any of the next four calendar quarters and petitions in writing to be allowed such credit.

Where a student, having paid the required tuition and fees for a quarter, dies during that quarter, (prior to or on the last day of examinations of the institution he is attending), all tuition and fees for that quarter may be refunded to the estate of the deceased.

STUDENT RESIDENCE CLASSIFICATION POLICY

To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the twelve months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education. If the parents (or court-appointed legal guardian) of the individual seeking resident classification are bona fide domiciliaries of this state, this fact shall be prima facie evidence of domiciliary status of the individual applicant; however, if such parents or guardian are not bona fide domiciliaries of this State, this fact shall be prima facie evidence of nondomiciliary status of the individual.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES. Each enrolled student is responsible for knowing the contents of that MANUAL, which is the controlling administrative statement on policy on this subject. A copy of the manual is available on request in the Student Development Services office for student inspection.

FINANCIAL AID

Roanoke-Chowan Technical College makes every effort to encourage students with seriousness of purpose to further their education. Financial assistance is available to students in the form of scholarships, loans, grants, and part-time employment.

Any student who is placed on "Academic Probation" at the college is considered to be making unsatisfactory academic progress, and is not eligible for financial aid.

Information may be received from the financial aid office or the admissions office in the Student Development Services department.

FINANCIAL AID PROGRAMS

PELL GRANT (FORMERLY BEOG)

The Pell Grant program is a financial aid program for students who are beginning their post-secondary education. Every student who applies for a determination of expected family contribution can be certain that this family contribution is being calculated on a formula consistent to all applicants.

Forms for the completion and mailing to a contractual agency are available in the high school or at the technical college.

COLLEGE WORK-STUDY

The college participates in the Federal College Work-Study program. Under this program, students are employed at the college on a part-time basis and may work as much as 20 hours per week while in school and up to 40 hours per week during summer months and vacation periods.

Eligibility for employment as well as the number of working hours per week depends on the student's financial need. All applicants must be enrolled or accepted for enrollment as at least a half-time student.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

This program is available to students with need. Supplemental Educational Opportunity Grants vary in amount due to individual need and availability of funds.

COLLEGE FOUNDATION LOAN

The N.C. Insured Student Loan (NCISL) is a low-interest loan to help pay for attending a college or vocational school. In some states these loans are referred to as Guaranteed Student Loans and students obtain the loans from banks and other commercial lenders. In North Carolina, College Foundation, Inc., (CFI) is the central lender. CFI gets its funds from N.C. commercial banks, life insurance companies, credit unions, educational institutions, N.C. State Education Assistance Authority, and other organizations. The NCISL Program is an outgrowth of the N.C. Bankers Student Loan Plan established in 1962.

NORTH CAROLINA STUDENT INCENTIVE GRANT (NCSIG)

Legal residents of North Carolina who are accepted for enrollment or enrolled full-time, in good standing may receive the North Carolina Student Incentive Grant to help pay their educational expenses. This grant is based on need, which is determined by the need analysis. The amount of the grant is based on an individual student's demonstrated financial need after subtracting the family contribution from the educational cost.

COMPREHENSIVE EMPLOYMENT & TRAINING ACT (CETA)

CETA pays Roanoke-Chowan Technical College those charges actually incurred by the students in the CETA program, including tuition, books, supplies, fees, and other charges which are required of all other students in the curriculum.

VOCATIONAL REHABILITATION (VR)

This service is provided by North Carolina funds, with Federal aid, to assist handicapped persons in obtaining necessary training to become gainfully employed. Individuals with tuberculosis, arthritis, deformities, amputations, heart disease, mental retardation, deafness, emotional illness, paralysis, blindness, and other handicaps can be served. Vocational Rehabilitation provides for all education expenses (tuition, fees, books) for these individuals during their training.

CLUB AND INDIVIDUALLY SPONSORED LOANS

Loans sponsored by clubs or individuals for quarterly aid to students to be repaid within that quarter are as follows:

DAVID B. HENDRIX LOAN (STYLISTICS CIVIC CLUB)
THURSDAY BOOK CLUB LOAN FUND – Hertford County Residents Only
ANONYMOUS LOAN FUND
HELPING HANDS LOAN FUND – Northampton County Residents Only
MURFREESBORO LIONS CLUB LOAN FUND
H & T STUDENT LOAN FUND

EDUCATIONAL LOANS FOR MEDICAL & RELATED STUDIES OFFERED BY NORTH CAROLINA DEPARTMENT OF HUMAN RESOURCES

These loans are confined to specific studies in the medical and other health related professions for students who agree to practice their specialities in communities of limited population, depressed urban areas, and specific health programs in North Carolina in which there is an urgent need. The applicant's interest, academic capability and motivation for service are examined carefully in selecting participants in the loan program.

NORTH CAROLINA VOCATIONAL-TECHNICAL LOAN

Legal residents of North Carolina who are enrolled full-time in vocational and technical education programs in a technical institute or community college in the state of North Carolina are eligible for these loans. The student must be in need of financial aid to continue his studies as evidenced by information on furnished forms, and the proceeds of the loan must be used only for the payment of tuition and required fees, institutional equipment, materials and books, board and room, and similar living expenses.

WACHOVIA TECHNICAL SCHOLARSHIP

This scholarship is awarded to a full-time student in the second year of a Drafting, Nursing, or Electronic Data Processing program, whose performance during the first year of enrollment showed academic excellence. A written statement of request for scholarship consideration (giving address, family information, financial need, educational goals, and interest at the college and in the community) must be received by the Financial Aid Officer by June 1.

MIGRANT SEASONAL FARM WORKERS ASSOCIATION

In order to be eligible for this program, students must meet specific income guidelines and have worked in farm work sometime during the past 24 months. The assistance program pays those charges actually incurred by the student including tuition, books, supplies, fees, and other charges which are required of all other students in the curriculum.

MONTH OF **AUGUST** YEAR **1983**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10 Pre-Registration Begins	11	12	13
14	15	16	17	18	19	20
21	22	23	24 Pre-Registration Ends	25	26	27
28	29 New Students Report for Fall Quarter	30 Registration for New Students	31 NEO Students Orientation			

STUDENT EMERGENCY FUND

This is a fund established for short-term loans to students with immediate financial need. Loans are made without any interest charge to the student and must be repaid within the quarter in which they are borrowed. All loans are made to cover direct school costs (tuition, books, activity fees, insurance, parking permits, assistance on gasoline costs to and from school). In extreme emergencies the financial aid officer and dean of students will review other school related expenses for loan consideration and will make a determination. Repayment for these loans must be made within 30 days. A maximum of $100 may be made to an eligible student.

Criteria for Student Eligibility

a. Must be of financial need

b. Must show and maintain "good standing" with the college

Application for this loan should be made in the financial aid office located in the Student Development Services department.

VETERANS ADMINISTRATION ASSISTANCE

The technical college is approved for the training of veterans, war orphans, children of totally disabled veterans; or a widow of any person who died of service-connected disability, or wife of any veteran with total disability of a permanent nature resulting from service-connected disability. Eligible persons seeking such benefits should contact the school, be accepted for a program of study, and then seek counseling from the veterans service officer.

The following provisions are required to meet Veterans Administration regulations for veteran students:

A. A veteran student's last date of attendance will be determined by the following:

(1) A veteran who completes his program of study or who does not re-enroll after completing a quarter's work will be terminated with the VA effective the last day of the quarter just completed.

(2) A veteran who is terminated in his schooling due to excessive absences will be terminated with the VA the date of the last acceptable absence (not the date of the drop slip validation).

(3) A Veteran who is terminated in his schooling for lack of progress will be terminated with the VA effective the date of validation of the drop slip.

(4) A veteran who voluntarily withdraws from school will be terminated with the VA effective on the date of the validation of the drop slip.

B. A veteran student who changes his course load and thereby causes a reduction or increase of his entitlements will have the change effective on the date of the drop-add if it occurs during the quarter (as validated) or on the first day of the quarter if it is a change that occurs after the completion of the previous quarter.

C. The veterans service officer at Roanoke-Chowan Technical College will notify the VA in writing, or on necessary forms when appropriate, of any change in a veteran's status with the school. This will be accomplished within 30 working days of the change.

D. A student placed on "Academic Probation" will be terminated with the VA effective the date he is placed on "Academic Probation." A veteran who is enrolled in the high school equivalency program must make progress that will be based on percentage of completion that must remain equal to percentage of allotted time. (i.e. English = 250 hours allotted) Any student in the high school equivalency program who has more than five unexcused absences in a month will not be considered as fulfilling regular attendance and will be terminated from VA benefits for the remainder of that quarter. The person can be reinstated by fulfilling the requirements for readmittance.

E. The veterans service officer will notify the VA immediately when an individual's progress or attendance falls below the above minimums.

F. Any subject undertaken by a veteran and carried after the formal drop period at the beginning of the term must count in computing the grade point average. Where two or more unit subjects are undertaken and the veteran fails or withdraws from all and/or when the veteran fails to maintain a satisfactory grade point average, the veteran will be determined to have made unsatisfactory progress and will be placed on "Academic Warning" not to exceed one term. If he/she does not regain good standing he will be placed on "Academic Probation" and will be terminated with the Veterans Administration and must appear before the admissions committee for reinstatement to the school.

MONTH OF **SEPTEMBER** YEAR **1983**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 Labor Day	6 NEO Students Orientation Registration Student Lounge	7 NEO Students Orientation	8 First Day of Classes	9	10
11	12 Last Day to Register	13	14 Last Day to Add Course & to Submit Written Agree. to Remove "I"	15	16	17
18	19	20	21	22	23	24
25	26 1st Newspaper Meeting for Students 1:30 p.m. Auditorium	27	28 Class Represen. Must be Elected Turn Names in to Student Develop. Ser.	29	30	

H. Transfers from other institutions and students who transfer from one program to another within the institution will have their transcripts evaluated on an individual basis. After determining the credits allowed, each student will receive a copy of the evaluation, a copy will be placed in his permanent file, a copy will be sent to the veterans service officer, and a copy will be sent to the student's advisor.

A veteran student is required to have document No. 22-1990 sent to the Veterans Administration stating the number of credits allowed for previous training. These credits will be subtracted from the total number of hours needed to complete the particular program. Students will then be required to complete the remaining hours needed for graduation for his chosen curriculum. Time needed to complete the program will vary depending on the amount of credit received from transfer and the course load taken each quarter.

STUDENT SERVICES

EVENING PROGRAM

Roanoke-Chowan Technical College offers classes in the evening Monday through Thursday to meet the needs of students employed during the day or those who prefer to attend classes at night.

Anyone 18 years of age or who has completed public school requirements may apply. Admissions and attendance requirements for the evening programs are the same as those for the day programs.

Curricula courses currently being offered through the evening program include those in Air Conditioning, Heating, and Refrigeration, Architectural Technology, Automotive Mechanics, Business Administration, Cosmetology, Criminal Justice, Diesel Vehicle Maintenance, Drafting, Early Childhood Associate, Electronic Data Processing, Executive Secretarial, General Office Technology, General Education, Industrial Maintenance, Light Construction, Nurse's Assistant, Welding, and the East Carolina University–Roanoke-Chowan Technical College General Education Program.

GUIDANCE AND COUNSELING

Guidance and counseling are an integral part of the total education program at Roanoke-Chowan Technical College.

Trained counselors are available to assist students with academic, occupational and personal problems. Counseling is available to every student from pre-admission through graduation and job placement.

To assist students in their academic programs, the college has established an advisor plan where every student is assigned a faculty advisor. The advisor helps plan the student's academic program, keeps a record of his progress, and is available for additional counseling.

TESTING

Roanoke-Chowan Technical College requires all entering students to take appropriate pre-admissions or placement tests prior to registering for classes. If a student's scores are unsatisfactory, he may be required to take developmental education courses in his deficient areas.

STUDENT ORIENTATION

Roanoke-Chowan Technical College offers a continuous orientation program. All new students are expected to participate in this orientation program. The objectives of the program are as follows:

1. To assist students in the articulation from one educational program to another.
2. To acquaint students with the facilities, services, activities, policies, and organizations.
3. To encourage and assist students to take advantage of the opportunities offered by the school.
4. To offer continuous assistance to the students as part of the counseling program.

JOB PLACEMENT

Roanoke-Chowan Technical College does not guarantee job placement to graduates, but the job placement office will assist in placing graduates in jobs whenever possible. Contact is maintained with business and industrial firms in the area in order to locate employment opportunities for graduates of programs offered at the college. Students desiring assistance with placement may obtain information from the Job Placement Coordinator.

MONTH OF **OCTOBER** YEAR **1983**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 1st Student Body Meeting 12:30 p.m. Auditorium	5	6 Last Day to Drop a Course Without Penalty	7	8
9	10 Petitions Seeking SGA Office Due in by 3:30 p.m. to Student Develop Ser.	11	12 Meet the Candidates 12:30 p.m. Auditorium	13	14 SGA Election Student Lounge 9am-1:30pm PELL Grant Checks Issued Time Sheets Due Fin. Aid Office	15
16	17	18 Departments Meet to Organize Clubs	19 Installation of SGA Officers 10:30 a.m. Auditorium	20 Turn in Names of Clubs to Student Develop Ser.	21 1st SGA Meeting 11:30 a.m.	22
23 30	24 31 Halloween Costume Contest 12:30 pm Auditorium	25	26 Halloween Movie 1:30pm & 7 pm Auditorium Free Admission	27 Chicken Fry 12:30 p.m. Light Construction	28	29

BOOKSTORE

The bookstore is located in the student lounge area. Textbooks and student supplies may be purchased there. A schedule, indicating the bookstore hours, is posted on the door.

FIRST AID

The Student Development Services department maintains an adequately supplied first aid kit for use by faculty and staff. When first aid is needed, contact this department.

FOOD SERVICES

A short order food service is available on campus in the student lounge. Hamburgers, hot dogs, french fries, and other sandwiches are prepared daily during lunch hours. Drinks, candy, potato chips, etc. are also available in the lounge.

IDENTIFICATION CARDS

Student identification cards are issued on registration day after the student is officially registered and upon payment of the student activity fee. This card will admit students to social, cultural, and educational events sponsored by the college.

RING SALE

A ring sale is held during the fall and spring quarters of each year, at which time RCTC students who have completed 50 per cent of graduation requirements may purchase a college ring. A deposit will be required when the ring is ordered.

STUDENT GOVERNMENT ASSOCIATION (S.G.A.)

The Student Government Association (S.G.A.) is designed to promote the general welfare of the college in a democratic fashion and to facilitate communication between the student body, the faculty, and the administration. This student council provides a means through which students can promote interest in student activities both on and off campus.

TELEPHONE

Students are not permitted to use the institutional telephone. A public telephone is available in the student lounge of the Roberts H. Jernigan, Jr., Education Center.

VOCATIONAL SHOPS

Students who are properly registered in on-going curriculum or extension classes in automotive, light construction, or welding are permitted to use shops, labs, and equipment in these particular classes.

Instructors, assistant instructors, and personnel assigned directly to a particular shop or lab may use the shop, lab, or equipment on a special needs basis.

Before any students, curriculum or extension, is allowed to complete registration for any type of shop or lab course, evidence must be presented to show that the student is covered by some type of accident insurance. The regular student insurance is preferred, however, if a personal accident policy is used, it must be evidenced by the policy number and the name of the insurance agency.

The following rules apply to the use of school shops and facilities.

1. All shops and other school facilities must be closed by five o'clock each day. They should be opened at night only for regular night classes. Anyone wishing to use any shop or other facility after five o'clock may do so only with special permission of the department head and the Dean of Fiscal Affairs.
2. No work of a commercial nature may be done in any shop. Work on vehicles and other equipment for students and direct employees of the institution may be done only if this is part of the class work or project. Using state time or tools to work on your own equipment during the regular school day is strictly forbidden.
3. No charges may be made for anything other than specified for parts and the regular service charges previously established.
4. Any student or employee found abusing these regulations will be subject to immediate suspension or dismissal.

MONTH OF **NOVEMBER** YEAR **1983**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9 Pre-Registration Begins	10	11 Veterans Day	12
13	14	15 Work-Study Time Sheets Due in Financial Aid Office	16	17	18	19
20	21	22	23 Fall Qtr. Ends Pre-Registration Ends Candidates for Graduation File Application with Registrar	24 Thanksgiving	25 Holidays ----------	26
27	28 Quarter Break	29 Quarter Break	30 Quarter Break Ends			

STUDENT RIGHTS

ACADEMIC FREEDOM

The rights of students as citizens are acknowledged and reaffirmed. Student rights include the privilege of education--the freedom to hear, to study, to write, and to exercise the rights of citizenship.

ACCESS TO STUDENT RECORDS

All currently enrolled students 18 years and older, parents of current students younger than 18, and parents of dependent current students have the right to examine and challenge the official records of the student.

Other than directory information, student records may not be released without written consent of the student 18 years and older, or the parent of a minor. Records subpoenaed by proper legal authorities will be released to the authorities, but only if the student or parent is notified.

Roanoke-Chowan Technical College will release routinely, when queried, the following directory information: the student's name, address, telephone listing, program of study, participation in official activities, awards given, and degrees awarded.

Official records are those records maintained by any unit of the technical college except those created by an individual staff member for the member's eyes only and are not accessible to any other person(s). Confidential records, such as those of individual counselors and financial records of parents, are excluded and not open to students or parents.

GENERAL STUDENT REGULATIONS

STUDENT CONDUCT

Roanoke-Chowan Technical College expects all students to conduct themselves with honor and to maintain high standards of responsible citizenship. The campus and college facilities are not places of refuge or sanctuary. Students, as all citizens, are subject to civil authority on, as well as, off the campus.

1. Each student is held responsible for information published through notices and announcements placed on bulletin boards.
2. Students who negligently lose, damage, destroy, sell or otherwise dispose of school property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.
3. Under no condition will alcoholic beverages or narcotics be permitted in or on the school property. No one under the influence of alcohol or narcotics will be allowed on school premises. Any violation of this regulation may result in explusion from the college on the first offense.
4. Students who engage in such acts as stealing, gambling, profane language, personal combat, or possession of firearms and dangerous weapons are liable to disciplinary action.
5. Smoking is prohibited in all classrooms. In open shops or labs where the instructor feels smoking may not be hazardous, he/she may allow smoking or may designate areas in which smoking is allowed.
6. Students are expected to make use of the disposal containers in the halls, shops, and classrooms when discarding materials.
7. Students must remember that when entering and leaving the school parking areas they must always proceed with caution.
8. Drinking of soft drinks, milkshakes, and coffee, as well as, eating food is allowed only in designated areas. Drinks and food should be kept within the limits of the student lounge or out-of-doors.
9. Loitering in cars parked in campus parking areas is strictly prohibited.

STUDENT APPEAL

When a student of the college is given notice of suspension or expulsion, the student is entitled to procedural due process. Any student who wishes to appeal this decision must abide by the following process:

1. Within five working days, the student must present in writing his/her reasons for such an appeal to the appropriate dean to ask for a Board of Review.
2. A Board of Review is appointed by the President to hold a hearing within five working days of the receipt of the appeal.
3. The Board of Review will review the charges as presented by the dean and present a written copy of its findings to the President within two working days.
4. Either party may have counsel and/or witnesses heard.
5. The Board of Review will determine the facts of the case based on the evidence presented. The Board of Review shall give prime consideration to the following questions:
   a. Has a school policy or law been violated?
   b. Is the student charged the guilty party?

MONTH OF **DECEMBER** YEAR **1983**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Registration Student Lounge	2 1st Day of Classes	3
4	5	6	7 Last Day to Register	8 Last Day to Add Course & Sub- mit Written Agree. to Remove an "I"	9	10
11	12	13	14	15 Work-Study Time Sheets Due in Financial Aid Office	16 Christmas Dance 9 p.m.-1 a.m.	17
18	19 Christmas Program in Auditorium 1:30 p.m. Awarding of best Decoration	20 PELL Grant Partial Pay Last Day Before Holidays	21 Christmas	22 Holidays ----------	23 ----------	24 ----------
25	26 Holidays Continue ----------	27 ----------	28 ----------	29 ----------	30 ----------	31 ----------

6. Within two working days of receipt of the Board of Review's findings, the president will issue a decision to uphold or reverse the decision of the dean and notify the student.
7. The president will act as the final administrative authority in resolution of the appeal.
8. If the appeal has not been resolved at this final step in the college's administrative process, the student will notify the president of the college in writing requesting a hearing before the Board of Trustees.

In all cases, suspension or expulsion will remain in effect throughout the appeal process.

RESOLUTION OF STUDENT GRIEVANCES

Any student at Roanoke-Chowan Technical College has the right to raise a complaint or lodge a grievance claim whenever he/she feels an unjustice or unfair treatment has occurred. To insure that the grievance is given proper attention, the student should follow these steps:

1. Request a conference with the curriculum advisor. If the advisor can solve the problem to the satisfaction of the student, the matter should be settled there.
2. If the advisor cannot resolve the problem, he/she should take the student to the Department Head (if advisor and Department Head are not the same person) who will attempt to reach a satisfactory solution.
3. If no satisfactory solution has been reached thus far, the Department Head should arrange a conference between the student and a counselor in the Student Development Services Department.
4. If the counselor and the student cannot reach a satisfactory solution of the grievance, the counselor refers the student to the Dean of Student Development Services.
5. If the student is still not satisfied, the Dean of Student Development Services shall bring the student to the President. The President shall hold a hearing, using as many witnesses as necessary to hear all sides of the complaint. Following the hearing, the President shall issue a ruling or decision concerning the problem. The ruling of the President shall be final, subject only to the student's right of appeal to the Board of Trustees, and ultimately to the courts.
6. Nothing in these procedures will prevent the student from carrying the complaint directly to the Dean of Student Development Services or to the President, if he/she prefers.

STUDENT PUBLICATIONS

Student publications will be established according to the needs and interests of the student body. The SGA will be responsible for determining whether or not there is sufficient interest, if adequate funds are available for all costs of the publication, how often the publication will be printed, the type of publication desired, and the selection of an advisor.

After the determination is made to implement the publication, this information is to be presented to the Dean of Student Development Services who will determine its purpose, content, and appropriateness to the goals of the college and its role in the community. He will present the proposed publication to the president for final approval.

Upon the approval of the president, with the assistance of the advisor, the SGA may begin publication. The president will make the final decision for approval or disapproval for publications.

MONTH OF **JANUARY** YEAR **1984**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Holidays End	3	4 Classes Resume After Holidays Hang-over Day Free Coffee & Donuts	5	6	7
8	9	10	11	12 Last Day to Drop a Course Without Penalty	13 Work Study Time Sheets Due in Financial Aid Office PELL Grant Checks Issued	14
15	16	17	18	19	20	21
22	23	24	25 Talent Show 2:30 p.m. Auditorium	26	27	28
29	30	31				

INCLEMENT WEATHER

When classes must be cancelled due to inclement weather, official announcements will be made over local radio stations. Announcements made by Hertford County or other Roanoke-Chowan area public schools do not determine whether RCTC will be open. Such decisions are made independently by the President of Roanoke-Chowan Technical College.

ACADEMIC REGULATIONS

REGISTRATION

The offical registration period consists of the first five school days of each quarter beginning with the designated registration day. Individuals will also have an opportunity to pre-register during the last two weeks of the preceding quarter. Students may enter open enrollment courses (all vocational courses) at any time during the quarter with a recommendation from the instructor.

In order to properly complete registration, students must follow these steps:

1. Obtain a permit-to-register card.
2. Have schedule filled out and approved by his/her advisor.
3. Have schedule approved by the Registrar.
4. a. If a student is to receive financial aid, he/she must check with the Financial Aid Officer to receive tuition charge forms, endorsements, etc.
   b. If a new student is to receive veterans benefits, he/she must meet with the veterans officer prior to registration.
5. a. Take all registration forms to the Business Office and pay fees.
   b. Bookstore charge forms are disbursed by the Business Office.
6. All veterans must show the registration receipt to the Veterans Officer.

Upon completion of registration, final enrollment statistics are provided to the proper college personnel.

DROP–ADD PERIOD

A student is responsible for the schedule of courses for which he/she has officially registered; therefore, the program of study should be carefully planned under the guidance of his/her faculty advisor so that changes in registration will not become necessary at a later date. However, a student may add courses until 5 class days and drop courses until the end of the fourth week of classes.

GRADING SYSTEM

Each student at Roanoke-Chowan Technical College receives a grade for every course that he/she registers for each quarter. Instructors determine student grades by using the following alphabetical system.

Letter	Description	*Numerical Code
A	Excellent	93 – 100
B	Good	85 – 92
C	Average	77 – 84
D	Passing	70 – 76
F	Failure in performance; failure to remove "I" grade; dropped by instructor	0 – 69

*based on performance average of completing all objectives

I Incomplete: At the discretion of the instructor, a student may be given a grade of incomplete when the work in the course has not been completed for reasons beyond the control of the student. An incomplete is not to be assigned as a substitute for an F grade. A student who receives an I must make arrangements during the next quarter to remove the I. Otherwise, the grade becomes an F. An incomplete cannot be removed by re-enrolling in the course.

I P In Progress: An IP grade is assigned to a student who is enrolled in a course numbered 100 or lower and who fails to maintain at least a 77 average. A student who receives an IP must re-register and repeat the course the next time it is offered.

NC Non-credit: An NC grade is assigned to a vocational student who enters on open enrollment class after the 20% cut-off date. The student must register for the course the next time it is offered and must complete all requirements to earn credit for the course. An NC grade is also given for repeating a course in which a grade of C or higher has been earned. An NC is an administrative grade which is not awarded by instructors.

MONTH OF **FEBUARY** YEAR **1984**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Turn in Mr. & Mrs. RCTC Applications to Student Development Services	2	3	4
5	6 Campaigning for	7 Mr. & Mrs. RCTC	8 Meet the Candidates for Mr. & Ms. RCTC 2:30 p.m. Auditorium	9	10 Voting for Mr. & Ms. RCTC Student Development Services 9 am - 1 pm Dance 9pm-1am	11
12	13	14	15 Work-Study Time Sheets Due in Financial Aid Office	16 Pre-Registration Begins	17	18
19	20	21	22	23	24	25
26	27	28	29			

AU Audit: An AU grade is assigned to a student who audits a course.

W Withdrew: W denotes a student's official withdrawal from a course during the official drop period prior to the end of the fourth week of class. The student must initiate the withdrawal.

WP Withdrew Passing: WP denotes official withdrawal when the student is passing the course. The grade of WP in no way affects the student's quality points and is non-punitive. A WP may be given after the end of the fourth week of a class.

WF Withdrew Failing: WF denotes official withdrawal when the student is not passing the course. WF will be treated as an F when quality points are averaged. A WF may be given after the end of the fourth week of class.

CE Credit by Proficiency Examination: This grade awards credit hours only. It does not affect quality points or grade-point average.

COURSE MAKE-UP WORK: Instructor may establish procedures for make-up work.

DROP PERIOD: The drop period permits a student to drop or withdraw without penalty from a course prior to the end of the fourth week of class. When a course is officially dropped, during the prescribed time period, the student's record will show a W (withdrawal). If the student drops a course after the end of the official drop period, he/she will receive a WP or a WF as outlined above.

A student may drop a course by securing the proper form from the registrar's office, completing it, securing the advisor's signature, and returning the completed form to the registrar's office.

INSTITUTIONAL WITHDRAWAL: A student who finds it necessary to withdraw from all classes must complete the appropriate form and return it to the registrar. When a student officially withdraws from the institution after the end of the drop period, his/her records will show either a WP (withdrew passing) or a WF (withdrew failing) unless the student has completed the course objectives. In that case the grade earned will be assigned by the instructor. WF is considered a failing grade and will have the same effect on the student's quality point average as a grade of F.

DROPS INITIATED BY INSTRUCTORS: A student who fails to attend a course or to withdraw properly from a course for which he/she is registered will receive an F regardless of his standing in the class. A student who is dropped from class by the instructor will receive an F.

GRADE-POINT AVERAGE: For the purpose of determining grade-point averages, final grades have the following values or points: A = 4; B = 3; C = 2; D = 1; WF, F = 0. Other grades are not included in the grade-point average. The cumulative grade-point average is computed by multiplying the points for each course by the quarter hours for that course, then dividing the total number of quarter hours. A grade-point average of 2.00 for work taken at Roanoke-Chowan Technical College is required for graduation. Some departments may have additional graduation requirements.

REPEATING A COURSE: Students may not repeat a course for credit in which they have already received a grade of "C" or higher. Courses transferred from other institutions may not be repeated for credit, but the student may audit the courses. If such a course is repeated, the original grade will be the grade of record; and NC (NON-CREDIT) will be entered on the permanent record.

Students may repeat a course for credit in which they have received a grade of "D" or "E" under the condition that in each case credit hours will be considered hours attempted and used in computing the quality point average.

Veterans should note that they will not receive benefits for repeating courses in which they have received a grade.

MONTH OF **MARCH** YEAR **1984**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Winter Quarter Ends	2 Quarter Break	3
4	5 Quarter Break	6 Registration Student Lounge	7 1st Day of Classes	8	9	10
11	12 Last Day to Register	13	14	15 Work-Study Time Sheets Due in Financial Aid Office	16	17
18	19	20	21 Bloodmobile Student Lounge 9 a.m. - 2 p.m.	22	23 Tacky Day	24
25	26	27 Career Day	28	29	30	31

CLASSIFICATION OF STUDENTS

Students enrolled at Roanoke-Chowan Technical College will be classified according to the following categories:

FRESHMAN – a student who has completed with a passing grade less than forty-five (45) quarter hours of credit.

SOPHOMORE – a student who has completed with a passing grade forty-five (45) or more quarter hours of credit.

FULL-TIME STUDNET – a student enrolled in a given quarter with twelve (12) or more quarter hours of credit.

PART-TIME STUDENT – a student enrolled with fewer than twelve (12) quarter hours of credit.

PRESIDENT'S LIST

At the close of each quarter, full-time curriculum students (students carrying a load of 12 or more credit hours, none of which are Developmental Education courses) will be included on the President's List, providing they have no grade lower than an "A" and provided that the quality point average of all their grades for that quarter is 4.0.

DEAN'S LIST

At the close of each quarter, full-time students (students carrying a load of 12 or more credit hours, none of which are Developmental Education courses) will be included on the Dean's List, provided they have no grades of "I" or no grade lower than a "B" and provided that the quality point average of all their grades for that quarter is 3.25 or better.

ACADEMIC WARNING AND PROBATION

A student who fails to maintain a cumulative grade point average of 2.0 will be placed on academic warning for the next quarter. He/she will be notified in writing by the Associate Dean for Counseling Services and must consult his/her advisor before registering again. Should he/she fail to reestablish the required average during the warning quarter, the student will be placed on academic probation and must meet the requirements of the Admissions Committee before being allowed to re-register.

RESIDENCY REQUIREMENTS

A student must take a minimum of 24 credit hours on the RCTC campus to be eligible for a degree or diploma (with proper transfer credit applied).

ATTENDANCE POLICY

The college considers regular class attendance a student's responsibility and important to good scholarship. Absences caused by illness, an emergency, an authorized field trip, or an off-campus activity to represent the college, may be excused. An instructor may require a doctor's excuse or other documentation to excuse absences. Absences from class do not relieve the student of meeting all the requirements of the course.

The decision regarding class attendance and/or attitude problems shall be left to the discretion of the instructor. If the instructor considers a student's attendance and/or attitude to be a problem, he/she shall contact a counselor who will discuss the situation with the student and instructor, and the counselor and the instructor shall reach a decision concerning continuing the student in class.

MONTH OF **APRIL** YEAR **1984**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11 Spring Field Day 11:30 a.m. Cook-out	12	13 Work-Study Time Sheets Due in Financial Aid Office	14
15	16	17 Petitions for SGA Officers Due in by 3:30pm to Student Development Services	18 PELL Grant Checks Issued Field Day (Rain date)	19 Easter	20 Holidays	21
22	23 Holidays Continue	24 Classes Begin After Holiday	25 Meet the Candidates 10:30 a.m. Auditorium	26 Movie 1:30 p.m. & 7 p.m. Auditorium	27 SGA Elections Student Lounge 9 a.m. - 1:30 p.m.	28
29	30					

A student who is dropped from a course will automatically receive a grade of "W" unless the student registered for the class but failed to report, to contact the instructor, and to drop the course. In this case, the student will receive an "F."

Students dropped from a class because of excessive absences may be reinstated in that class only upon recommendation of the instructor and approval of the Admissions Committee.

TRANSFER OF CREDITS

Educational work done in other institutions in which a grade of "C" or better was earned and a comparable course is offered at Roanoke-Chowan Technical College may be accepted in transfer if appropriate to the student's program of study.

Records of prior work will be evaluated and final acceptance or rejection of the transfer of credit lies with the college.

GRADUATION REQUIREMENTS

The following requirements apply to all programs; however, some departments may have additional requirements.

1. A student must successfully complete all the courses and the number of credit hours required by his/her curriculum as contained in the college catalog. Changes may be made in the college catalog requirements between the time a student enters a curriculum and the time he/she may be ready to finish. When such changes are made, the student must follow the new requirements so long as these new requirements do not require additional time to complete the curriculum. If additional time is required, the student will be given the choice of completing the new requirements or of accepting reduced requirements for completing his/her work.
2. The successful completion of the required courses and credit hours must be certified by the curriculum department chairman and the college Registrar.
3. At least one quarter before the scheduled completion, the department chairman and Registrar should check the records to insure that there are no discrepancies in required courses and credit hours.
4. A list of all students who have, or will have, completed the required courses and credit hours in time for graduation, will be furnished the Registrar by each curriculum department chairman. Students must satisfactorily complete an application for graduation and obtain signatures verifying that they are not in possession of college property and are not in arrears in their financial obligations to the college.
5. The Registrar will check the records of each student on the lists furnished by the department chairman and prepare a certified list of candidates for graduation for the President.

WITHDRAWAL

Students desiring to withdraw from the college or from a particular course for any reason must contact Student Development Services to obtain the proper forms and procedures for official withdrawal.

TRANSFER TO A FOUR-YEAR COLLEGE OR UNIVERSITY

Roanoke-Chowan Technical College makes no claim that any of its courses are transferrable, although some colleges may choose to give credit for courses satisfactorily completed at Roanoke-Chowan Technical College.

Any student planning to transfer credit earned at Roanoke-Chowan Technical College to a four-year college or university should contact the college where transfer is planned to obtain transfer information. A request should be made to the Roanoke-Chowan Technical College Registrar to send to the other institution an official transcript of credits earned at Roanoke-Chowan Technical College. If applicable, the student should also request to have a copy of the financial aid transcript mailed to the college where transfer is planned.

MONTH OF **MAY** YEAR **1984**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Spring Fling Dance 9 p.m. - 1 a.m.	5
6	7 Talent & Fashion Show 1:30 p.m.	8	9	10 SGA Car Wash	11 Pre-Registration Begins	12
13	14	15 Work-Study Time Sheets Due in Financial Aid Office	16	17	18	19
20	21	22	23	24	25 Last Day of Spring Qtr. Pre-Registration Ends Candidates for Graduation File Appli. with Registrar	26
27	28 Memorial Day Holiday	29 Quarter Break	30 Quarter Break	31 Quarter Break		

LEARNING RESOURCES CENTER

The Learning Resources Center at Roanoke-Chowan Technical College is a strong combination of a library, a learning laboratory, an audiovisual department and an Adult Basic Education skills class. Emphasis is on learning as both a product and a process. The LRC is located in the center of the Roberts H. Jernigan, Jr., Education Center.

LIBRARY

The library is designed to help each student meet his vocational or technical goal and is also open to all faculty and staff as well as the general public. Highly qualified librarians are available to provide individual assistance in the use of library materials. Library orientation periods also enable the students to become familiar with the use of library materials and library regulations.

Aside from a well-rounded collection of books, the library contains pamphlets, periodicals, films, filmstrips, video tapes, recordings, and transparencies. The open-shelf system enables students to browse freely and encourages reading and studying.

Present library holdings include more than 23,000 volumes in general, technical, and vocational fields. The library subscribes to 225 periodicals and ten newspapers including those published in the Roanoke-Chowan area.

Open from 8 a.m. until 9:30 p.m. Monday through Thursday and from 8 a.m. until 4 p.m. on Friday, the library offers opportunities for learning to individuals of all educational levels.

MULTI-MEDIA DEPARTMENT

The multi-media department is responsible for providing and maintaining audiovisual instructional equipment.

Movie projectors, filmstrip projectors, opaque and overhead projectors, record players, tape recorders and other audiovisual equipment can be checked out and used by all instructors. Microfilm and microfiche readers and printers are also available for use.

In addition to instructional materials like maps, globes, films, tapes, filmstrips, recordings, slides, and transparencies, instructor-developed materials may be produced for inclusion in learning activity packages. Video taping equipment can be used in the classroom for instructional purposes.

LEARNING LABORATORY

The learning laboratory (located in the LRC) is a flexible, self-contained learning system. As such, it incorporates individualized, self-paced instruction through a format of programmed materials and uses a multi-media approach to provide learning experiences to meet the needs of individuals 18 years of age and older in the pursuit of their educational goals.

Through the use of a professional staff and programmed or self-instructional materials, adults work at their own pace to supplement classroom activities, to take additional course work, to prepare to pass the high school equivalency examination, to study for self-improvement, or to get a basic education.

Since there are no formal classes, the student may begin at any convenient time and proceed at his own learning rate. Instructors are available to give assistance and to determine if the student is progressing satisfactorily.

Veterans who are not high school graduates can receive VA benefits by working for their equivalency in the learning laboratory. These benefits are not deducted from their eligibility for higher education. Many veterans hold full-time positions while working toward their goal to pass the GED (General Education Development) test.

There is no charge to study in the learning laboratory and it is open Monday through Thursday from 8 a.m. until 9:30 p.m. and on Friday from 8 a.m. until 4 p.m.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

PREAMBLE

We, the students of Roanoke-Chowan Technical College, in order to establish better relations and communication between students, administration, and faculty, to create a feeling of unity among all students, to advance leadership and scholarship, and to stimulate and develop school spirit, do hereby establish this constitution for the Student Government Association (SGA) of Roanoke-Chowan Technical College.

The name shall be the Student Government Association (SGA).

MONTH OF **JUNE** YEAR **1984**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Quarter Break	2
3	4 Quarter Break	5 Registration Student Lounge	6 1st Day of Classes	7	8	9
10	11 Last Day to Register	12	13	14	15 Work-Study Time Sheets Due in Financial Aid Office	16
17	18	19	20	21	22	23
24	25	26	27	28 Cook-out 12 noon	29	30

ARTICLE I – PURPOSE

It shall be the purpose of this organization to act as a liaison between the students, administration, and faculty and to provide for and encourage active student participation in school affairs.

ARTICLE II – MEMBERSHIP

The membership shall consist of all students who pay the student activity fee.

ARTICLE III – EXECUTIVE COUNCIL

SECTION A – Executive power shall be vested in the Student Government Association (SGA) officers. These officers shall be known as the Executive Council.

SECTION B – The Executive Council officers elected by the constituency shall be: (1) the President, (2) the Vice-President, (3) the Secretary, (4) the Treasurer, (5) the Parliamentarian, and (6) the Sergeant-at-Arms.

SECTION C – The duties of the Executive Council shall be as follows: (1) to have the responsibility of finance, (2) to authorize and approve all publications of the organization, (3) to call special meetings upon petition of a majority of members, (4) to interpret the constitution, (5) to appoint directors of any Special Services Committees, (6) to hold meetings within themselves at least once a month per year, (7) to submit a report of business to each Representative, the SGA Advisor, each instructor, and to the chairman of the Student Activities Committee, (8) to attend at least one State NCCCCSGA meeting per year (budget allowing), and (9) to attend all meetings in accordance with Article IV, Section D.

SECTION D – The duties of the President shall be as follows: (1) to serve as chief executive officer of the SGA, (2) to preside over all of the meetings of the Executive Council and the monthly meetings, (3) to appoint, with the consent of the Student Council, the chairmen of all committees, (4) to serve as an ex-officio member of all SGA standing committees, the R-CTC Administrative Council, and the R-CTC Board of Trustees, (5) to initiate such projects and programs as he shall deem necessary for the welfare of the SGA, and in keeping with the Preamble, (6) to represent this organization in all dealings with other student organizations and individuals, (7) to have knowledge of the records and monies of the SGA, (8) to perform all other functions which are incident to the office, (9) to call periodic meetings of the Executive Council at his discretion, and (10) to appoint an officer or committee chairman to replace one who does not fulfill the duties of his office.

SECTION E – The duties of the Vice-President shall be as follows: (1) to assume all duties of the President should the President for any reason be unable to meet his duties of office, (2) to fulfill any duties as delegated by the President, (3) to serve as an ex-officio member of all standing committees, and (4) to have knowledge of records and monies of the SGA.

SECTION F – The duties of the Secretary shall be as follows: (1) to maintain the records of the SGA, (2) to serve as recorder for the Executive Council, (3) to distribute a report of business of SGA meetings to each Representative, SGA Advisor, each instructor, and chairman of the Student Acitivities Committee, (4) to assist in all other areas that the Executive Council may deem desirable, (5) to submit a completed set of minutes of all SGA meetings for file and future reference, and (6) to serve as chairman of the Communications Committee.

SECTION G – The duties of the Treasurer shall be as follows: (1) to keep an accurate account of all SGA funds and to attend to all necessary financial correspondence, (2) to prepare a monthly report of all financial matters to be distributed to all Representatives, SGA Advisor, and chairman of the Student Activities Committee (these reports shall be combined into an annual report to be placed in file), (3) to handle all financial transactions of the organization, with the consent of the SGA President and SGA Advisor, and (4) to prepare a budget to be submitted to the Student Council.

SECTION H – The duties of the Parliamentarian shall be as follows: (1) to be acquainted with Robert's Rules of Order, (2) to see that correct procedures are followed in all meetings, and (3) to assist in all other areas that the Executive Council may deem desirable.

MONTH OF **JULY** YEAR **1984**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Last Day Before Holiday	4 Holiday	5 Classes Resume	6	7
8	9	10	11	12	13 Work-Study Time Sheets Due in Financial Aid Office	14
15	16	17	18 Ice Cream Treat 1 p.m.	19	20	21
22	23	24	25	26	27	28
29	30	31				

SECTION I – The duties of the Sergeant-at-Arms shall be as follows: (1) to assist in preserving order as the chair may direct, (2) to follow up on any curriculum, club, or organization which has not selected its Representative by the end of the fourth week of the fall quarter, and (3) to maintain accurate absentee records and follow-up. (See Article IV, Section D.) Any of these groups not represented by the end of the second general session shall not have voting power for the duration of the quarter.

SECTION J – Replacement of any member of the Executive Council shall be as follows: (1) Any Executive Council member failing to execute his duties and responsibilities may be removed from office by a two-thirds (2/3) vote of the Representatives. The vacancy will be filled by appointment by the President subject to approval by a two-thirds (2/3) vote of the Representatives. (2) In the event that any member of the Executive Council cannot serve in his respective position, the President shall appoint a replacement subject to approval by a two-thirds (2/3) vote of the Representatives.

SECTION K – Replacement of the President of the SGA shall be as follows: In the event that the President cannot serve, the Vice-President will become acting President. He shall appoint the new Vice-President subject to approval by a two-thirds (2/3) vote of the Representatives.

ARTICLE IV – REPRESENTATIVES

SECTION A – The body of Representatives shall be composed of one Representative from each of the chartered clubs and Representatives from each of the college's curriculums. There shall be two Representatives from each two-year curriculum--one from the first-year section and one from the second year section. There shall be only one Representative from each of the curriculums which are of one year duration or less. Only members named herein shall have power to vote on business matters at general sessions.

SECTION B – The Student Council shall be made up of all members of the Executive Council and all Representatives.

SECTION C – Duties of the Representatives shall be as follows: (1) to represent their respective groups and to serve as liaison between the Student Council and all students and to perform all such other tasks as assigned to them, (2) to appropriate funds for all extracurricular activities as it shall deem compatible with the general welfare of the student body, provided all funds not expended during the fiscal year shall revert to the Student Activity Fund, (3) to approve all appointments made by the President of the SGA by a two-thirds (2/3) vote of Representatives, (4) to impeach and remove from office any elected student official, (5) to require reports, financial or otherwise, from all chartered clubs and organizations, not to exceed one per month, and (6) to make rules necessary and proper to promote the general welfare of the student body not inconsistent with State Statutes and Board of Trustees policy.

SECTION D – Absences: (1) Attendance for Student Council meetings is required; however, if a Representative realizes he will be unable to attend a specified meeting, he is required to notify his Alternate and present a written excuse to the Sergeant-at-Arms prior to the meeting if possible. If by unforeseen circumstances a student is unable to attend a specified meeting, the written excuse is due within three days after his absence. (2) Any Representative absent for three meetings without a written excuse shall be dismissed automatically. It shall be the duty of the Sergeant-at-Arms to inform the club's or curriculum's advisor of the Representative's dismissal in writing within one week after the third absence. The Sergeant-at-Arms shall have the authority to require the sponsoring club or curriculum to elect another Representative.

SECTION E – Elections of Representatives shall be as follows: (1) Elections of Representatives and Alternates shall be done by the respective chartered organizations and college curriculums and submitted in writing to the President of the SGA by the end of the fourth week of the fall quarter. (2) All Representatives and Alternates must be in "Good Standing" with the college for the remainder of the year.

MONTH OF **AUGUST** YEAR **1984**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7 Watermelon Feast 1 p.m.	8 Pre-Registration Begins	9	10	11
12	13	14	15 Work-Study Time Sheets Due in Financial Aid Office	16	17	18
19	20	21	22 Last Day of Quarter Pre-Registration Ends	23	24 Graduation 7 p.m.	25
26	27	28	29	30	31	

ARTICLE V – ADVISORS

SECTION A – The Advisor to the Student Government Association shall be the Director of Student Development Services or his appointee.

SECTION B – The duties of the Advisor shall be as follows: (1) to determine the eligibility for office of all members of the Executive Council, (2) to determine the eligibility for office of all Representatives and Alternates, and (3) to ensure that the constitution is enforced.

SECTION C – Although the Advisor shall have no voting rights, he shall be recognized by the chair in the same manner as regular student government members to discuss, debate, or advise as to any matters under consideration.

ARTICLE VI – ELECTION OF OFFICERS

SECTION A – Election for President, Secretary, and Treasurer shall be conducted by the end of the seventh week of spring quarter. Upon election, they shall serve concomitantly with the outgoing officers until the end of spring quarter at which time they shall assume full responsibilities of their elected offices.

SECTION B – Election for Vice-President, Parliamentarian, and Sergeant-at-Arms shall be conducted by the end of the fourth week of fall quarter. Upon election, they shall serve from election until the end of the summer quarter.

SECTION C – Qualifications for office shall be as follows: (1) All Executive Council officers must be full-time students. (2) President, Secretary, and Treasurer must have been enrolled for three quarters and be in "Good Standing" with the college at the time of nomination and for the remainder of the year. (3) President, Secretary, and Treasurer must submit to the SGA Advisor a written statement of intent to return for the next academic year. (4) The Secretary must have a minimum typing skill of thirty-five (35) net words per minute. (5) The Treasurer must have a working knowledge of financial transactions. (6) The Vice-President, Parliamentarian, and Sergeant-at-Arms must be in "Good Standing" with the college at the time of nomination and for the remainder of the year. First quarter students would be assumed to be in "Good Standing" unless otherwise indicated.

SECTION D – Procedure of elections shall be as follows: (1) All officers shall be elected by secret ballot; all students paying an activity fee and possessing a student identification card may have a vote. To place his name on the ballot, a candidate must submit a petition containing the signatures of at least twenty-five (25) SGA members to the SGA President and the SGA Advisor. There shall be no duplication of SGA members among candidates for the same office. (2) Petitions must be submitted by the date indicated on the Student Activities Calendar. (3) All candidates must make a campaign presentation during election week. Any candidate failing to make said presentation shall be excluded from the ballot. Special circumstances preventing a presentation may be considered by the current SGA President and the SGA Advisor.

SECTION E – Elections shall be as follows: (1) All officers shall be elected by secret ballot. (2) Elections shall take place on the date indicated on the Student Activities Calendar at the designated polling station(s). (3) All voting members shall show identification card before receiving their ballots. (4) No one shall assist or advise the voter in completing the ballot except the election managers, who may only explain the rules of the election. (5) The candidate receiving a majority shall be named the winner of the election. In the event no candidate receives a majority of votes cast, or in the event of tie, a run-off election between the two candidates receiving the highest number of votes shall be held to determine a winner. (6) Ballots shall be counted in secret by the SGA President, Secretary, and Treasurer, the SGA Advisor, one faculty member and one staff member as designated by the SGA President. Under no circumstances shall a candidate for office be present at the counting of the ballots. (7) Results of the elections shall be posted by the next class day following elections. Winning candidates shall be notified personally and in writing by the SGA President as soon as possible. (8) All ballots shall be kept for a minimum of two weeks.

ARTICLE VII – COMMITTEES

SECTION A – General: (1) Committees may be formed as the SGA determines need. (2) The chairman of the committee shall be appointed from the student body by the President subject to approval by a two-thirds (2/3) vote of the Student Council. The committee members are appointed by the chairman of each committee. (3) These committees shall only hold the authority which the student government may delegate and shall make progress reports at regular SGA meetings.

SECTION B – Standing Committees: (1) Communications Committee: The Communications Committee shall be responsible for the student bulletin boards and for preparing a monthly calendar to be displayed on the bulletin boards. This committee shall also be responsible for the release of all publicity pertaining to the SGA. It shall also lend assistance to the Secretary in any manner which the SGA deems advisable. The Secretary shall serve as chairman. (2) Activities Committee: The Activities Committee shall be responsible for planning and arranging all college SGA activities. This committee shall work in conjunction with the Communications Committee and the R-CTC Faculty-Staff Activities Committee.

ARTICLE VIII – NEW CLUBS OR ORGANIZATIONS

SECTION A – The Student Council shall grant charters to all Roanoke-Chowan Technical College clubs or organizations.

SECTION B – In order for a club or organization to be recognized and chartered by the SGA, it must formulate a constitution and bylaws containing the following: (1) Objectives of the organization. The objectives shall be compatible with the college's objectives. (2) Criteria for membership. Membership in an organization shall not be denied an individual on the basis of race, creed, sex, or national origin. (3) Affiliation (or non-affiliation) with groups outside the college. (4) Proposed officers and their duties. (5) Dues, fees, assessments, etc.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Parliamentary authority for this organization will be the current edition of Robert's Rules of Order.

ARTICLE X – QUORUM

SECTION A – A quorum for any meeting or conference of this organization shall be a majority of the members.

SECTION B – A quorum for any meeting of the Executive Council shall be two-thirds (2/3) of the members.

ARTICLE XI – AMENDMENTS

SECTION A – Amendments to the constitution may be proposed by the Representatives or by petition signed by 20 percent of the SGA membership. If the proposed amendment is approved by a two-thirds (2/3) vote of the Student Council, the amendment shall be ratified.

SECTION B – This constitution can be amended at any regular meeting by a two-thirds (2/3) vote of the Student Council provided that the amendment has been submitted in writing by the previous regular meeting.

SECTION C – All amendments must be approved by the Board of Trustees.

ARTICLE XII – RATIFICATION

Ratification of this constitution shall be by two-thirds (2/3) vote of the Student Council and the Board of Trustees.

ROANOKE-CHOWAN TECHNICAL COLLEGE

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